



CONNECTICUT COLLEGE

STUDENT ACCESSIBILITY SERVICES

Final Exam-Taking Procedures for Students Approved for Testing Accommodations – Spring 2016

SELF-SCHEDULED EXAMS with testing accommodations:

- Final exams begin on Saturday, May 14th at 9:00 a.m. and end at noon on Wednesday, May 18th.
- All exams taken on Wednesday must be returned no later than 3:00 p.m.
- Exams taken on Saturday May 14th through Tuesday May 17th must be returned no later than 10 p.m.
- The Academic Resource Center closes **PROMPTLY at 10 p.m.** each evening which means that all exams must be returned to the Academic Resource Center exam proctor by this time, even if you have extended time to complete your exam.
- You should plan your start time to assure that you will be finished by 10 p.m.

Taking Exams:

- Students who have accommodations can take their exams at any time during the above times. They are not limited to the regular self-scheduled exam pick up times (i.e., 9:00 a.m., 2:00 p.m. or 7:00 p.m.).
- The Academic Resource Center is open from 8:30 a.m. to 10:00 p.m. Saturday through Tuesday and 8:30 a.m.-3:00 p.m. on Wednesday during the exam period.
- Pick up and return your exam at entrance of the Academic Resource Center. Staff will direct you where in the Academic Resource Center or to another location in the Shain Library to take your exam.
- **All exams taken with accommodations are to be returned to the exam proctor in the Academic Resource Center by the time stated by the proctor when the exam was picked up. Exams should be proofread, printed – if applicable (using the Neff Lab printer), and sealed in the exam envelope when submitted.**
- Email your professor and Student Accessibility Services at sas@conncoll.edu by Tuesday, May 17th if you plan to utilize the accommodation of extra time on the last day, Wednesday, May 18th, so that your professor can plan to pick up the exams accordingly.

Students may contact the Office of the Registrar on Wednesday, May 11th by 4:00 p.m. to verify that a faculty member has turned in an extended time exam.

If a meal is needed, you may request a lunch/dinner meal by calling the Office of Student Accessibility Services (x5428) before 2:30 p.m. on Wednesday, May 11th.

SCHEDULED EXAMS (arranged with your professor)

- Students must arrange all accommodations for scheduled exams directly with your professor. The Office of the Registrar and Academic Resource Center is not involved in this process.
- Please contact the appropriate academic or administrative office to arrange a time to pick up or drop off your exam. Other than the Academic Resource Center all academic and administrative offices close at 5:00 p.m. on weekdays and are not open on the weekend.